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**APPLICATION FORM**

**PERSONAL DETAILS**

Please refer to the Job Description and Person Specification before filling this form. Give example where possible to illustrate your suitability.

**Please type or write clearly in black ink and tick boxes**

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| **Position applied for:** |

**Surname:**................................................................................... **Forename:** ............................................................ **Title:** ..........................

**Address:** ....................................................................................................................................................................................................................

................................................................................................................................. **Post Code**: ..........................................................................

**Telephone No: Daytime:** ..................................................................... **Evening:** ......................................................................…...

**National Insurance Number:** ...............................................................................

**Are you over 18 and under 65: YES NO**

* **Suname: Forename: Title:**
* **Suname: Forename: Title:**
* **Suname: Forename: Title:**

**Are you eligible to work in the UK? YES NO**

**DISABILITY**

**We positively welcome applications from people with disabilities.**

Do you have a disability, whether registered or not, which affect your work in anyway?

* **Suname: Forename: Title:**
* **Suname: Forename: Title:**

**YES NO**

If yes, please give details and indicate whether you would need help/ special equipment to enable you to carry out the duties outlined in the job description

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Please state any assistance you may need in attending the interview

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**EMPLOYMENT** Please give the details of your current employment or most recent post

**Job Title:** ................................................................................................ **Employer:** ........................................................................................

**Address:** ...................................................................................................................................................................................................................

................................................................................................................................. **Post Code**: ..........................................................................

**Grade & Salary:** ...............................**Start date:** ..............................**Leaving Date or Notice required:** .........................

**Brief details of responsibilities and duties:** ..................................................................................................................................

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**EMPLOYMENT HISTORY**

Please give details of your other working experience. Start with the most recent employer and work backwards. Please account for any gaps in your employment history. State what you did rather than the aims of your organisation/ employer. Continue on a separate sheet if necessary.

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| **Name & Address of Employer** | **Date started** | **Date left** | **Job Title, Purpose of the Job, Brief Description of Duties** |
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**VOLUNTARY WORK**

Please give the details of any voluntary work you may have done which is relevant to the post

**EDUCATION**

Please list any qualification you have obtained in secondary school, further/ higher education, university, professional or technical institutes.

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| **From**  **Month/ Year** | **To**  **Month/ Year** | **Institution** | **Qualification/ Grade Obtained** |
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**SUPPORTING STATEMENT**

Please explain in the space provided below how you meet the essential requirements in the Person Specification. You may continue on one additional sheet if necessary. Please staple this to the application form and clearly mark your name on it.

**REFERENCES**

Please give the details of two referees. If you are currently employed or have been employed in the past, the first referee should be your first or most recent employer. Please mark an X in the box below if you do not wish for us to contact your referees before interview.

**Referee 1. Name:** ......................................................................................................................

**Address:** .................................................................................................................................................. **Post code:** ......................................

**Tel:** ................................................................................................................................

**Relationship to you:** ........................................................................................

**Referee 2. Name:** ......................................................................................................................

**Address:** .................................................................................................................................................. **Post code:** ......................................

**Tel:** ................................................................................................................................

**Relationship to you:** ........................................................................................

# WHERE DID YOU SEE THE ADVERT FOR THIS POST?

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# IMPORTANT INFORMATION – PLEASE READ CAREFULLY

**CRIMINAL OFFENCES**

Because of the nature of the work and because of the access to children it could present, staff are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act (Exemptions) Order 1975.

Applicants are therefore **not** entitled to withhold information about convictions that for other purposes are spent under the provisions of the act.

If you have any criminal convictions, you must provide full information about them, and enclose with your application written details, in a separate sealed envelope, detailing what your conviction was for, detailing the sentence and providing dates.

Only fraud, offences against children, or offences involving violence would normally be considered an impediment.

The envelope will only be opened if the appointing committee is considering making an offer of employment.

All other envelopes are shredded unopened.

Under the provisions of the Children Act 1989, checks will be carried out against police records.

**CONFIRMATION**

**To the best of my knowledge I have completed this application form accurately and have not withheld any information that could reasonably be considered relevant to my application.**

**Signed: Date:**

Closing date for returned application: